



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.co.ontario.ny.us ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: _____ **POSTING DATE*:** FROM: _____ TO: _____

JOB TITLE: _____

RATE OF PAY: _____

LOCATION: _____

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

APPLICATION DEADLINE / LAST FILING DATE*: _____

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 7/22/2020

ONTARIO COUNTY
ASSISTANT DISTRICT ATTORNEY POSITION

Description of Duties:

The Ontario County District Attorney's Office is seeking an Assistant District Attorney candidate who is looking to make a difference in the criminal justice system. The ideal candidate will be a strong independent worker who also excels at working as part of a team.

The position will handle a full, manageable caseload of criminal matters including arraignments, discovery, pretrial proceedings, hearings and trials, investigations and legal research, preparation of pretrial motions and trial memoranda in proceedings of the state, county and local courts throughout Ontario County.

Salary and Benefits

Salary starting at \$99,785. Comprehensive benefits package including health insurance, deferred compensation match, NYS retirement pension, employee wellness programming, and generous leave provided.

Requirements:

A Juris Doctorate degree from an accredited law school and admission to practice law in NYS is required. Practice of criminal law at the trial level is preferred, but not a requirement.

The Assistant District Attorney shall hold no other public or political office, and shall devote full working time to the County.

Application Process

Applications will be accepted through March 7, 2025, or until the position is filled.

A completed electronic application and resume should be submitted to:

<https://ontario-portal.mycivilservice.com/jobopps>

EOE